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IDENTIFIERS A B Dick Model 555; *Mimeograph Machines

ABSTRACT

Intended to be used by secretarial science students in a single skills laboratory, this operations manual for a mimeograph stencil printer (A B Dick Model 555) contains step-by-step instructions and simple diagrams designed to be easily understood by the students. (Two other learning modules designed for student use in a single skills laboratory and a report on the development and use of these materials are available as separate documents.) (BM)

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A B Dick Model 555

Mimeograph Stencil Printer

An Individualized Model for a Differentiated Secretarial Single Skills Lab

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CE 014 278

An Individualized Model for a Differentiated Secretarial Single Skills Lab

Prepared by Elgin Community College through
a grant from the U.S. Office of Education,
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and Demonstration

Administrative Director: John Gualdoni, Dean, Technical / Vocational Education

Operations Director: Sharon Fisher

Research Consultants: Alfred R. Hecht, Educational Director, Office of Research
and Evaluation, Moraine Valley Community College

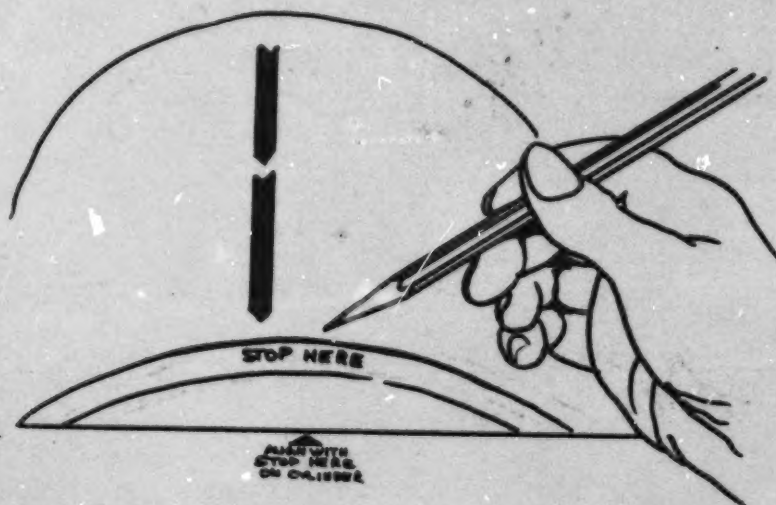
Betty Schroeder, Ph.D., Assistant Professor, Northern
Illinois University, Department of Business Education
and Administrative Services

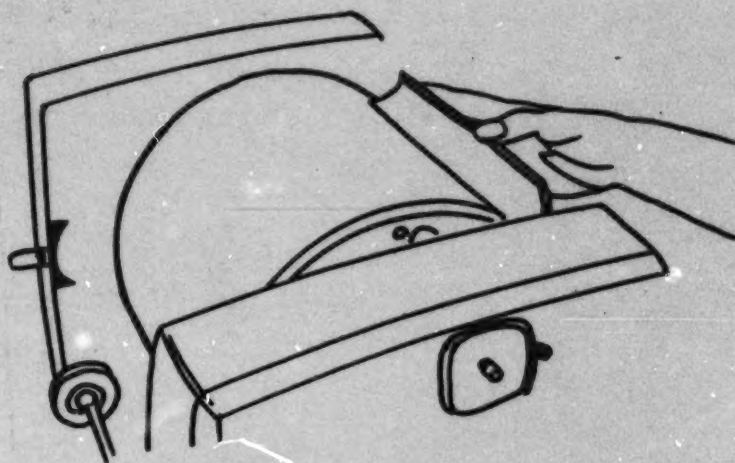
Graphic Designer,

Illustrator, Photographer: David Van Delinder

The first thing to look for when using this machine is that the cylinder has been placed in the STOP HERE position.

If not, check for ink leakage on the cylinder.





To remove protective cover, rotate the cylinder until the tail clamp is accessible.

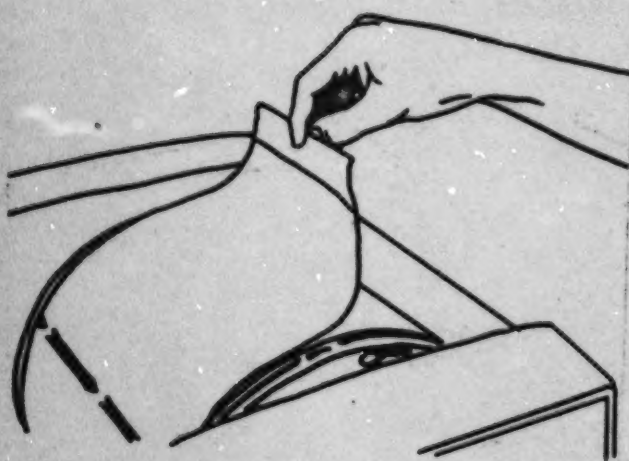
Open tail clamp.

Remove protective cover from under tail clamp.

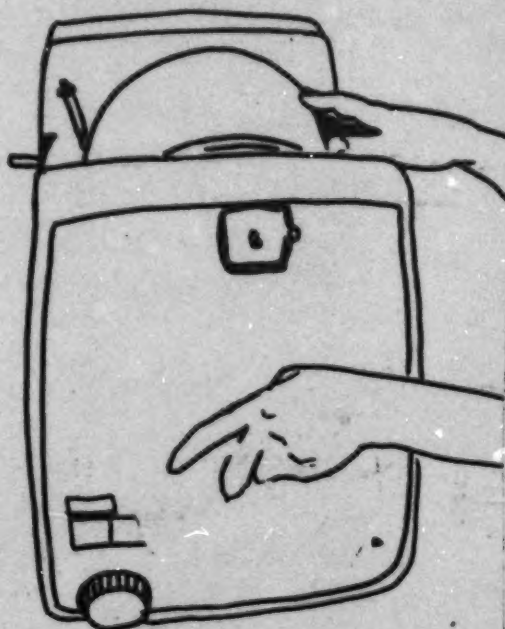
Close clamp.

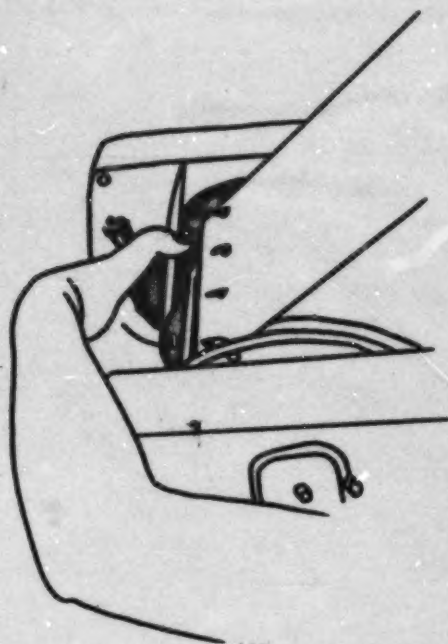
**Grasp protective cover, and turn
hand wheel counterclockwise until
head clamp is accessible.**

A



B





**Open head clamp and remove
protective cover.**

**If the protective cover is clean, save it,
if not, throw it away.**

Rotate cylinder to the STOP HERE position.

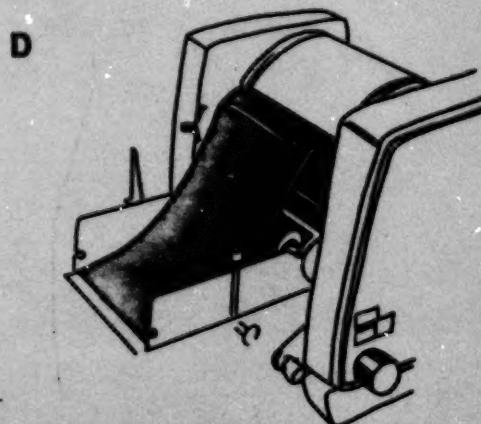
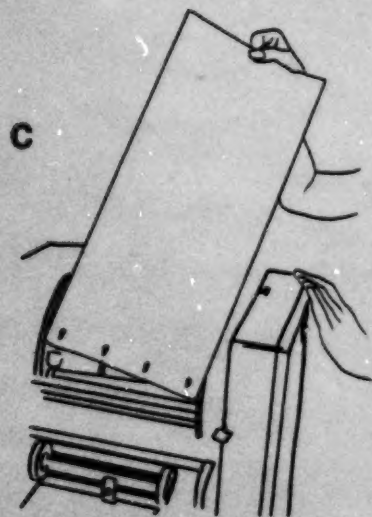
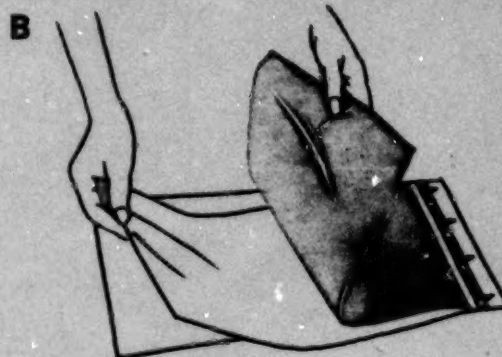
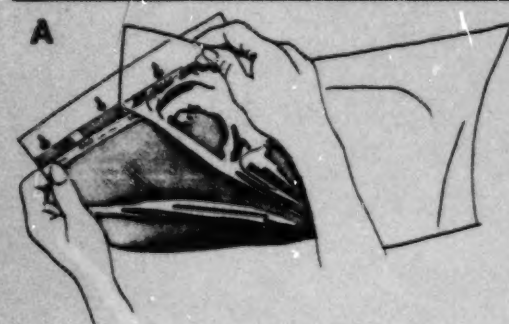
Remove plastic film and cushion sheet.

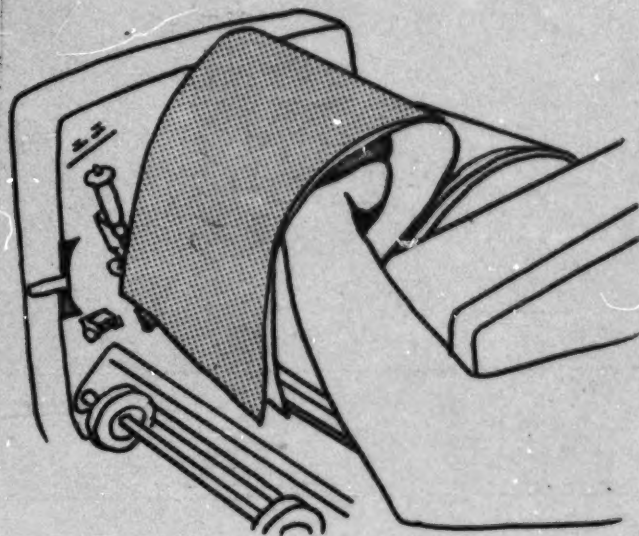
Hold stencil straight up in air . . .

attach stub to four stencil hooks, and. . .

close clamp.

**Allow stencil to fall backward away
from cylinder.**



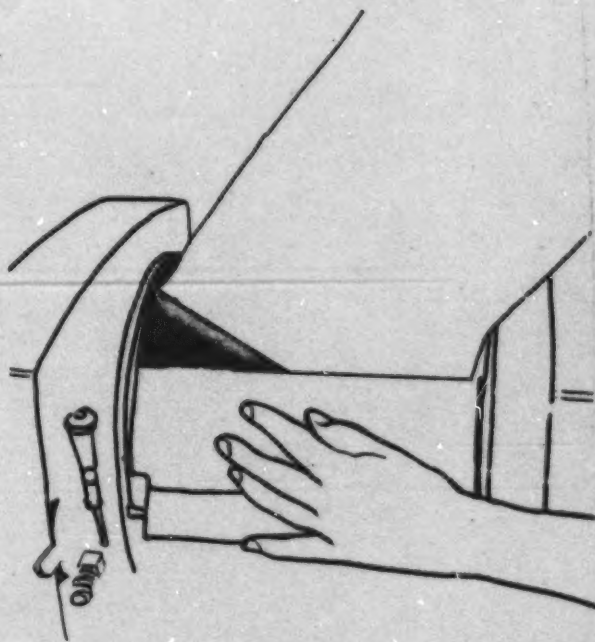
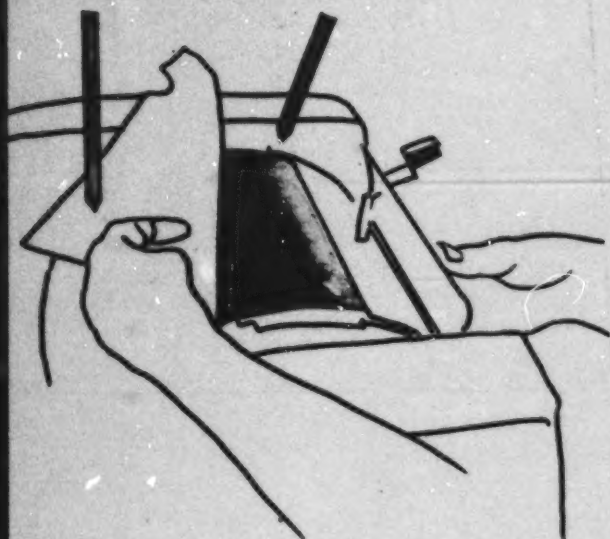


**Place hand underneath stencil and roll it on .
Do not place or pull stencil directly
on cylinder. You will get wrinkles.**

A

B

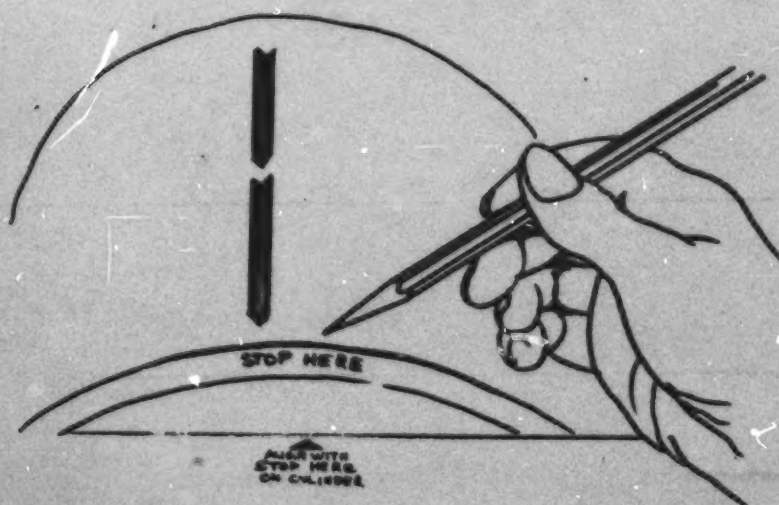
BACKING SHEET STENCIL



then close end clamp.

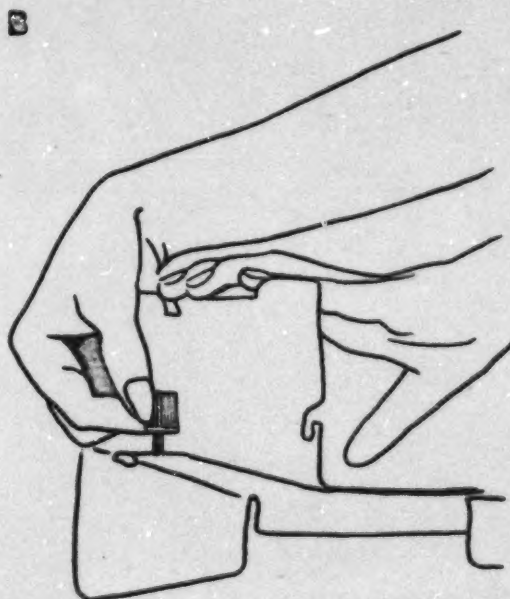
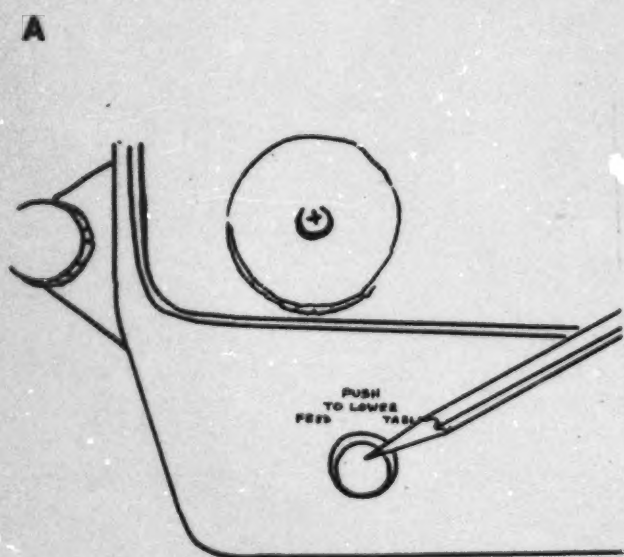
Carefully remove backing sheet .

Return cylinder to stop position.



**Push feed table lowering button.
Loosen knob on left guide rail and
move rail to scale marking for width
of paper being used.**

Tighten knob.

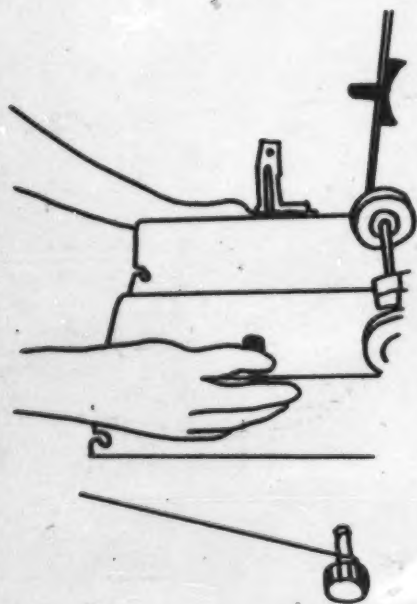


Place paper on feed table, with the left side of the paper touching left guide rail.

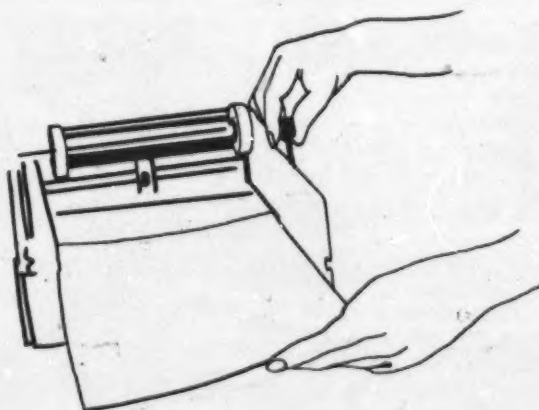
Loosen knob on right guide rail and move rail so that it just touches paper stack.

Tighten knob and slide paper as far forward as possible.

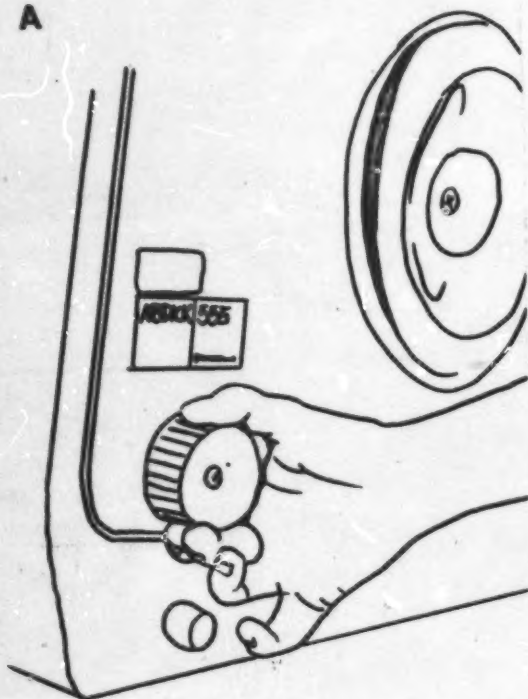
A



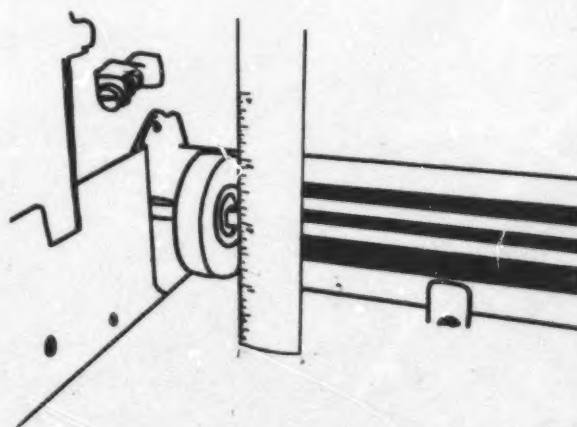
B



A



B

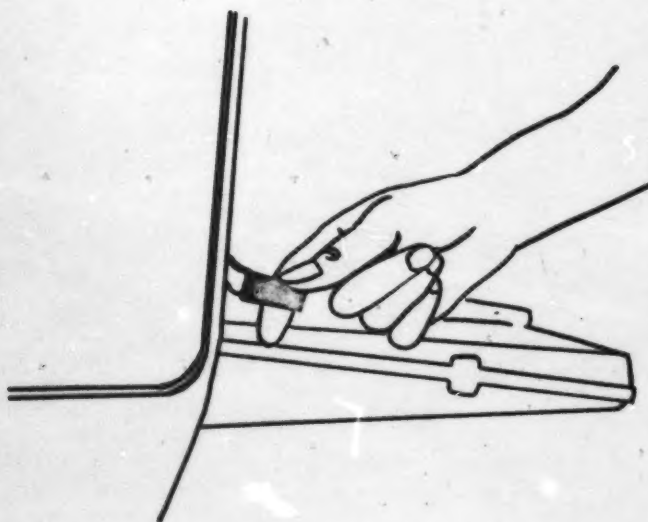


**Turn the feed table raising knob . . .
until the paper is 1" from feed rollers.
DO NOT bring paper into contact
with feed rollers.**

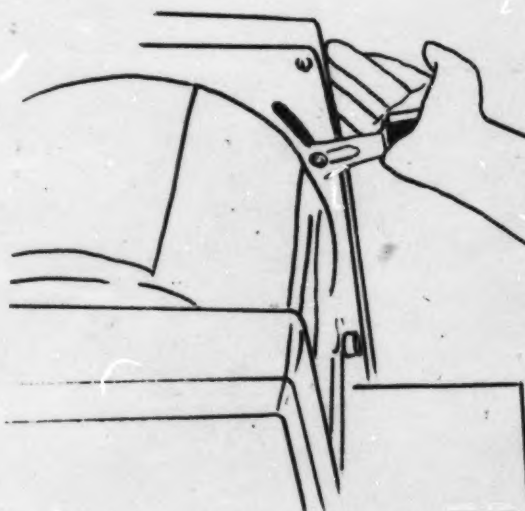
Turn on motor switch.

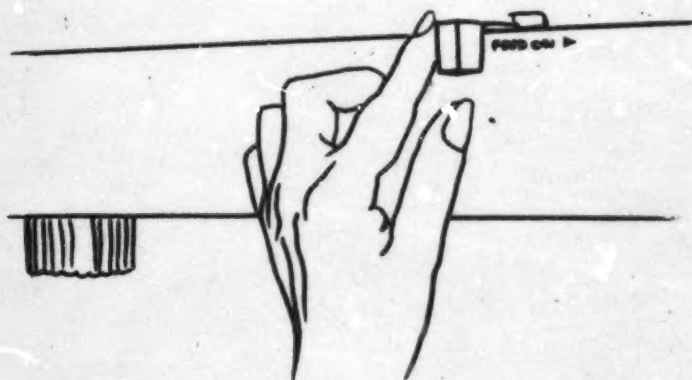
**Turn motor speed control lever
to slowest setting.**

A



B





Raise the feed lever.

This will automatically raise the paper tray.

Run 1 or 2 copies, turn feed off and check for adjustment.

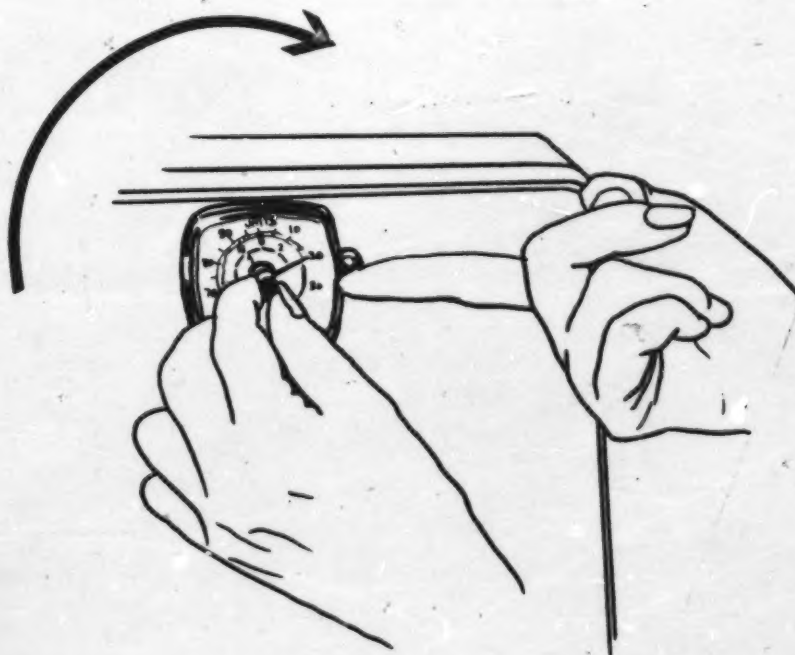
If no adjustments are needed proceed to next page.

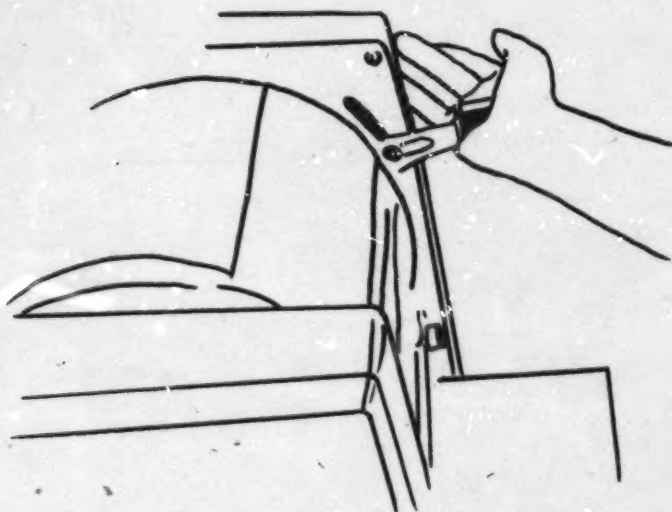
If adjustments are needed go to page

**To set copy counter, make sure
gray button is up...and feed lever off.**

**Set copy counter for number of copies
wanted by turning counter clockwise.**

Push gray button down.





You may now adjust the speed control to run the copies faster.

The machine will automatically stop feeding paper when it reaches the number of copies you set.

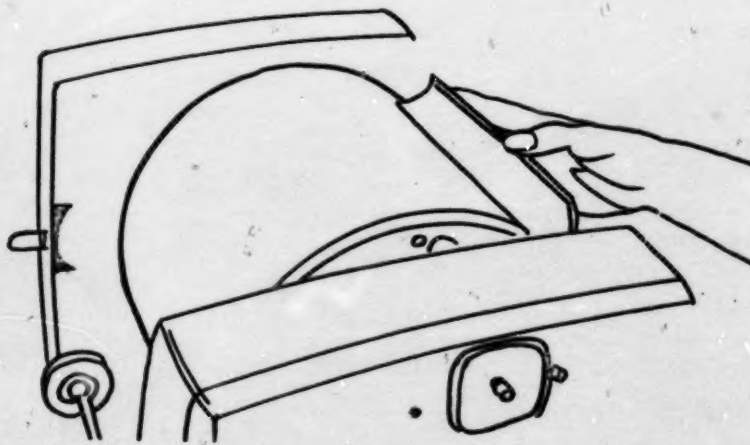
Return the speed control to slow position.

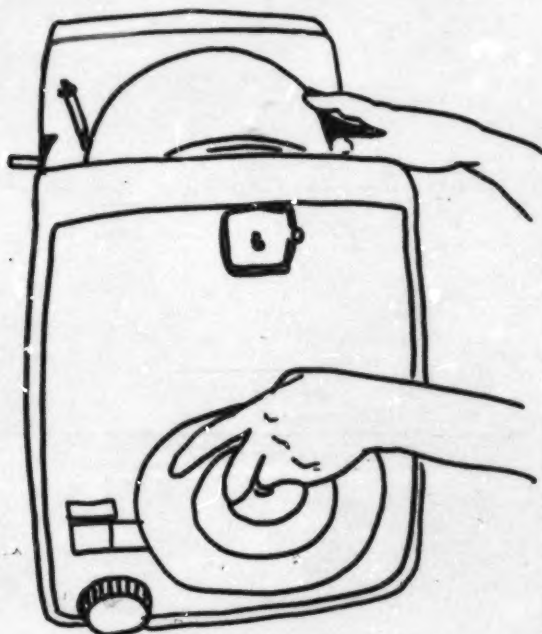
To remove stencil, rotate the cylinder until tail clamp is accessible.

Open tail clamp.

Remove protective cover from under tail clamp.

Close clamp.



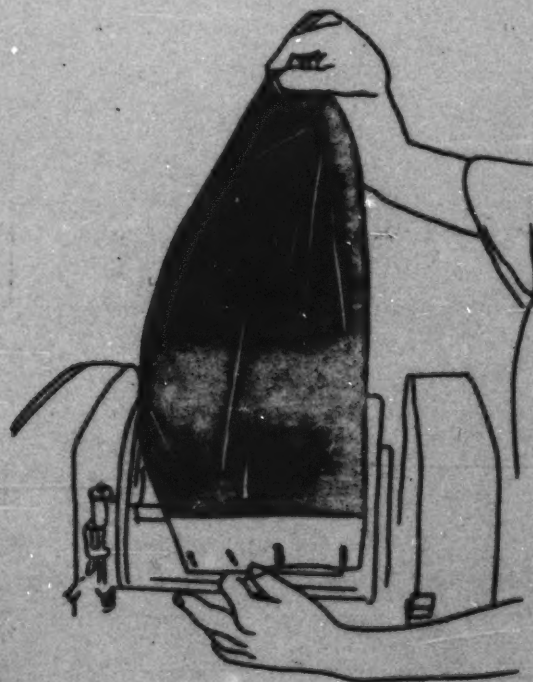


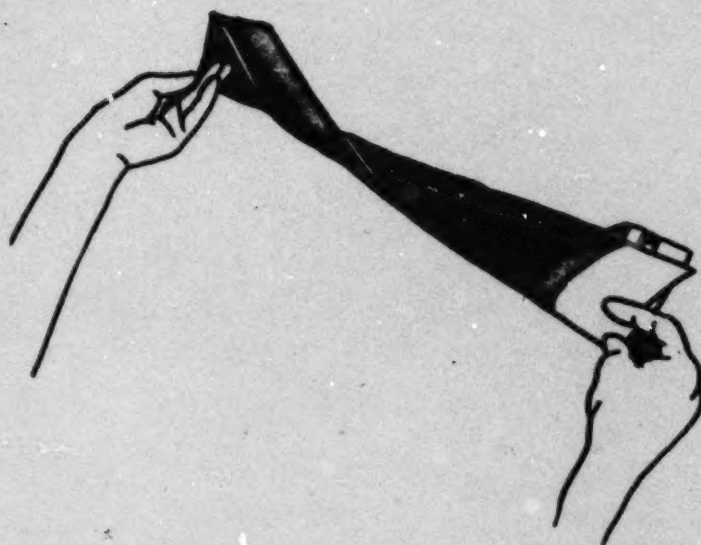
**Grasp stencil and turn hand wheel
counterclockwise until head clamp
is accessible.**

Open head clamp and remove stencil.

Stencil can be saved, but in your case they will be thrown away.

Follow procedure on following page.



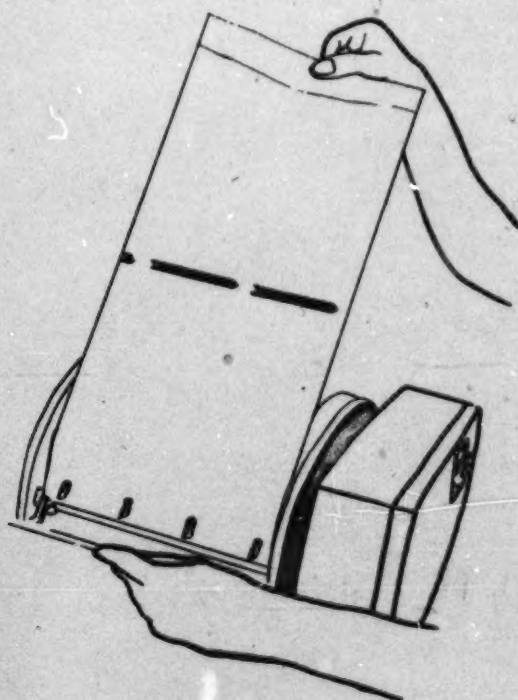


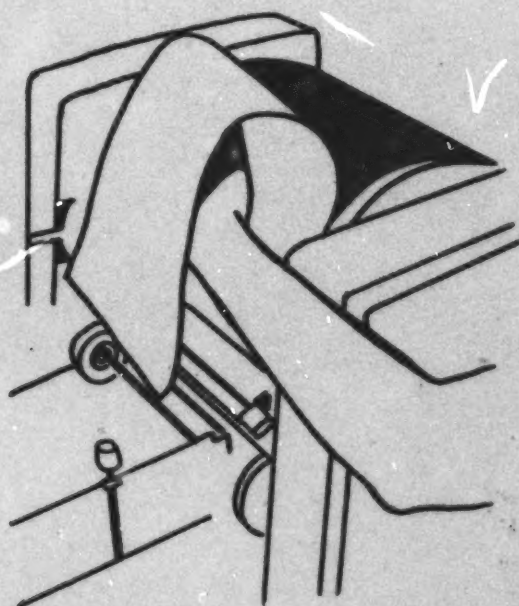
Take the stencil and fold it in half.

Twist the stencil and throw it away.

**To place protective cover on machine,
hold protective cover in air, over head clamp,
with shiny side toward cylinder.**

**Insert protective cover in four stencil hooks
and close head cover.**

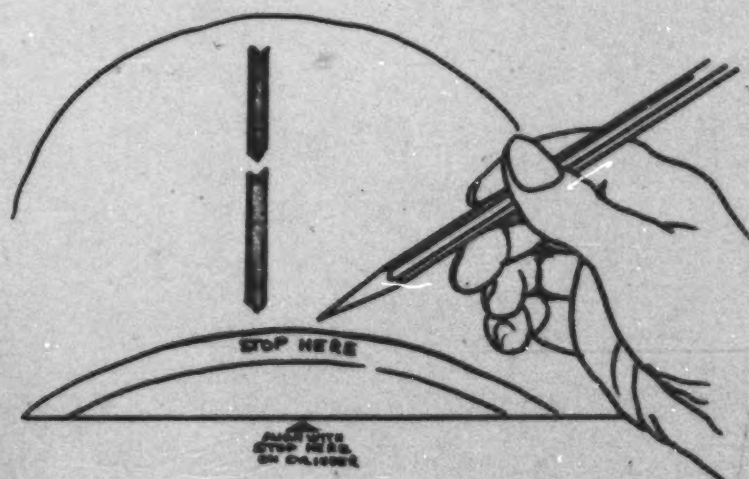


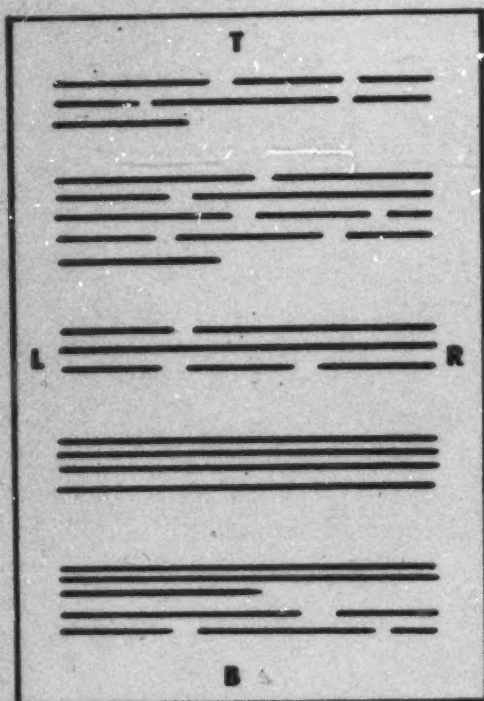


Place hand under cover and roll it on.

Open tail clamp, place protective cover underneath and close clamp.

Return cylinder to STOP HERE position.



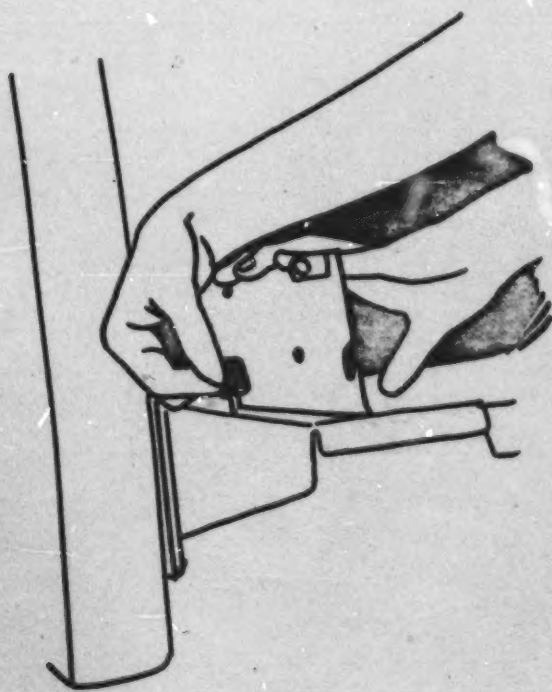


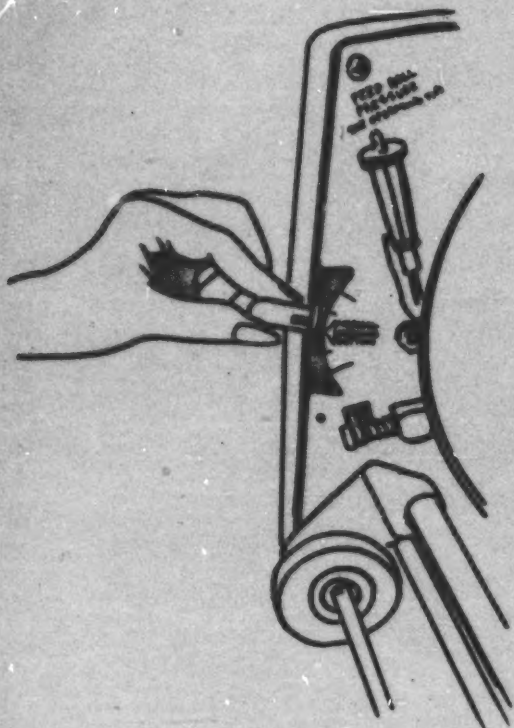
RIGHT MARGIN SAME AS LEFT
BOTTOM MARGIN SAME AS TOP

Adjustment procedures:

**After making any adjustments,
run one copy to check placement.**

Right and left adjustments can be made by moving the paper feed rails right or left.





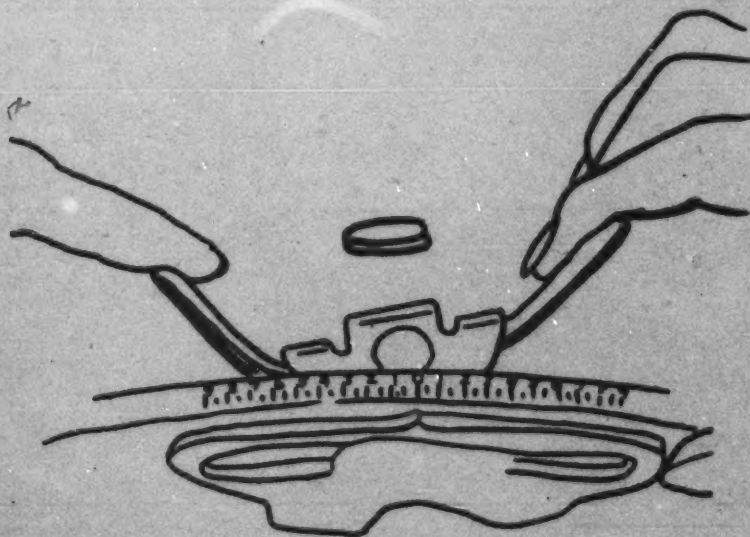
If copies are coming out slightly crooked they can be straightened by using the angular adjustment lever.

This will only work for minor adjustments. Major adjustments will require retyping the master.

Raise-lower adjustment

**To raise or lower the copy,
turn the cylinder so filler cap is up.**

Release raise-lower locking clamp.



Do not release drum release clamp.

Turn cylinder until indicator points to proper number of spaces of raise or lower.

Retighten raise- lower locking clamp.

Is everything adjusted properly?

**If so, you are now ready to run
number of copies required.**